

CSC Adopted: October 2001 CSC Revised: _____**Class Title: General Utility Maintenance Supervisor****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises the maintenance and repair of water or wastewater systems. Oversees the installation and maintenance of fire hydrants, water meters, valves, pumps, sewer and water pipelines and meter replacement program. Supervises and trains electronic technicians in the repair of a wide range of electronic instrumentations, controls and communication equipment.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code	ESSENTIAL FUNCTIONS
1 M	Supervises employees. Schedules and assigns daily work to appropriate personnel. Directs and coordinates divisional personnel on daily tasks and objectives. Determines the proper materials and equipment to efficiently complete projects in the most economical manner. Responsible for productivity and for generating work completion reports.
2 M	Reviews previous and current projects to ensure that they meet and/or exceed customer expectations and OSHA standards by performing field visits and evaluating feedback from customers, contractors and project reports.
3 L	Works with contractors, customers, and other divisions and municipalities to serve customers and resolve complaints and billing issues. Coordinates repairs and interfaces with customers for the purpose of installation and repair of pumps, motors, meters, valves, hydrants and SCADA system.
4 L	Documents, summarizes daily work performed by field personnel and meter-reading contractor. Submits sewer overflow report to DEQ. Reviews and processes. Promotes safety by training personnel on safety precautions and compiles accident reports monthly. Compiles and submits data for invoicing the City of Virginia Beach monthly for water charges.
5 L	Ensures subordinates receive necessary training to support a safe and effective work environment. Offers development opportunities and course material on safety, electronics, pump repairs, pipe installation, employee supervision, customer relations, and computer applications as needed. Conducts employee performance reviews. Monitors employee performance on an ongoing basis and addresses performance issues, initiating disciplinary action as needed.
6 L	Researches options and makes recommendations regarding equipment repair and purchase. Responsible for divisional equipment maintenance and repair. Reviews budget and authorizes requisitions for replacement parts, materials and supplies.

CSC Adopted: October 2001 CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature. Knowledge is generally obtained through advanced study beyond high school, such as junior college, vocational, business, technical, correspondence schools..
Experience	More than seven years experience in repair /maintenance of system components, equipment and machinery; three years in supervision.
Certifications and Other Requirements	Valid driver's license. Additional duty specific training and certification may be required within six months of employment.
Reading	Work requires the ability to read policies and procedures, maps and plans.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write performance reviews, work assignments and timesheets.
Managerial	Managerial responsibilities include planning and scheduling work, evaluating employees, planning meetings and safety training.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures for a work unit.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Interacts continuously with customers, employees, and others. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions are routinely conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Checking assignments and jobs (work orders) in the field
Sitting	F	Sitting at desk, computer desk work and operating vehicle
Walking	F	Walking to job sites and assignments
Lifting	O	Assisting others and moving equipment
Carrying	O	Boxes, tools and equipment
Pushing/Pulling	R	File cabinets drawers, equipment and tools
Reaching	O	Filing, checking jobs, tools and equipment
Handling	O	Check work orders, tools and equipment
Fine Dexterity	F	Computer keyboarding, telephone keypad, electronic repairs
Kneeling	F	Filing, marking sites, work site testing, tracing utility lines
Crouching	R	Checking leaks, work orders, instrumentation and electrical connections, marking lines
Crawling	N	
Bending	F	Driving, filing, checking work orders, equipment testing and repair
Twisting	F	Assisting with equipment installation and operating vehicle
Climbing	R	Stairs and over equipment
Balancing	R	Stairs, walk on top of mains
Vision	C	Filing, documentation, desk work, field check, safety checks, driving and taking pictures
Hearing	C	Staff, supervisor, customers, contractors, telephones
Talking	C	Staff, supervisor, customers, contractors, telephones
Foot Controls	F	Driving vehicles
Other (specify)		

CSC Adopted: **October 2001** CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, boat, pipe locator, valve keys, hand tools, pumps, metal detector, gas monitor, multimeter, amp meter, pressure tester, frequency generators, pumps, gauges, two-way radios, pager, cell phone, computer, printer, City-supported software applications, fax machine, copier.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	X
Chemical Hazards	D	Extreme Temperatures	M	Warehouse	--
Electrical Hazards	D	Noise and Vibration	W	Shop	--
Fire Hazards	D	Fumes and Odors	W	Vehicle	--
Explosives	D	Wetness/Humidity	M	Outdoors	X
Communicable Diseases	D	Darkness or Poor Lighting	M	Other (see 2 below)	--
Physical Danger or Abuse	D				
Other (see 1 below)					

(1) entry into confined space, collapse or cave in, vehicular injury,

(2) raw sewage (applies to Wastewater Division personnel.)

PROTECTIVE EQUIPMENT REQUIRED:

Hardhat, safety vest, steel-toed shoes, gloves, hearing protection, eye protection, first aid kit, confined space oxygen sensors and respirators

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F